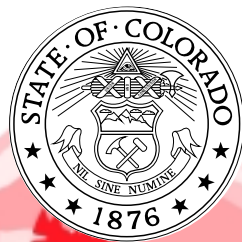


# Stateline



Volume 21, Number 8

August 2001

## The State Publications Library: Helping the Flow of Information from State Agencies to the Public

Freedom of Information acts and "sunshine" laws notwithstanding, government agencies may find communicating with the public a challenge. Colorado's answer has been to utilize the expertise and natural skills of the library community. The State Publications Library (SPL), part of the Colorado State Library, maintains a



SPL Staff, from left to right: Jim Schubert, Virginia Inness, Karen Hoff, Barbara Day, Allen Brown and Maureen Crocker is seated.

collection of documents of long-term value, published by every state agency. In 1980, the state legislature mandated that all state agencies provide permanent copies of these materials to the SPL to enhance public access. Today, the library totals almost 18,000 titles in print format. "Publications include annual reports, statistics, budget information, special reports and state plans in areas such as health, transportation, education, environment, business, regulation and social programs," said Maureen Crocker, State Publications librarian.

### Electronic as well as Print

But times are changing in state government and electronic publishing on the Internet has led to the development of the official Colorado State home page. The result? Access to more and more information electronically. The SPL "captures" electronic documents from state agencies by cataloging their web sites for

increased subject access. The SPL's web page itself provides a point of entry to state information. It also expands the breadth and depth of material available by integrating related information on a subject from different state agencies through cataloging, subject bibliographies and links by subject categories.

### The search goes on

"The components and features of the SPL web page are easy to use," said Crocker. The site is located at <http://www.cde.state.co.us/stateinfo> and begins with the following popular choices:

#### ✓ Searching the Catalog:

Searchable by author, title or keyword for print publications, as well as state agency web sites.

#### ✓ Links to State Information by Subject:

Fast access to topics such as statewide statistics, business, education, state permits and licensing.

#### ✓ Featured Subject Bibliographies:

Lists of current titles on popular subjects in both print and electronic formats, like wildlife, business and education.

✓ **New Titles Lists:** Alphabetical listing of state documents acquired during current month.

#### ✓ Information About the SPL:

With links to a list of statewide depository libraries.

#### ✓ Ask A Question:

E-mail contact to ask a question or obtain reference help.

### Statewide Network of 19 Depository Libraries

Nineteen libraries across the state serve as "depository libraries," maintaining state publications as part of their collections. In addition to the SPL itself, located in central Denver, depository libraries provide convenient access for residents, who may review and borrow state documents. Rather

than requiring that an individual visit an agency's central headquarters or expending superfluous postage mailing copies of publications, a state office can simply refer a public inquiry to a depository library. Because nearly all public, school and academic libraries participate in the statewide Colorado Library Card Program and free interlibrary loan, this means virtually every Coloradan can obtain an official state document with ease.

### STATELINC: An Additional Avenue to the Public

To increase outreach on behalf of state agencies, the SPL also provides StateLINC, a free distribution service



Jim Schubert looks over submissions for StateLINC.

to over 150 public libraries in Colorado. Agencies and nonprofits provide single copies for each library, and the SPL distributes the publications every other month.

"StateLINC is an ideal method for state agencies to save money and time as well as insure that citizens can access information on their government's activities," said Jim Schubert, unit director of the SPL. Mr. Schubert gave examples of the kinds of information distributed through StateLINC. "During election years, the League of Women Voters Education Fund provides pamphlets with an overview of ballot issues.

We've distributed publications from the Department of Agriculture of interest to farmers and ranchers, such as the Colorado Hay Directory." Other examples include brochures from the Arthritis Foundation, the Colorado Student Loan Program, Colorado Judicial Branch consumer publications, K-12 information on education and student achievement, the Senior Resource Guide, the Real Estate Manual and the Senior Law Handbook. "We also routinely recommend agency web sites to library staff as we learn of newsworthy or popular consumer information items in electronic form," Schubert added.

StateLINC distribution occurs every other month, with the deadline for receipt of materials on the first of the same month. For example, the deadline for September's distribution is September 1. StateLINC distribution months are January, March, May, July, September and November.

### Contacts and Training

State agencies can obtain the best service from the SPL by remembering two key points. First, the SPL encourages all agencies to appoint someone to be their primary contact with the SPL. This helps insure that the SPL receives and catalogs all appropriate publications—whether hard-copy or web-based! Second, the SPL schedules workshops and reference training. A SPL staff member will attend a meeting, a brown bag lunch, or other activity to familiarize people in your agency with the State Publications Library and its many benefits.

For more information on the State Publications Library, contact Maureen Crocker, 303.866.6728 or [crocker\\_m@cde.state.co.us](mailto:crocker_m@cde.state.co.us).

## Colorado State Patrol Honors First Trooper Killed in the Line of Duty



Pictured are members of the Indiana State Police, the Colorado State Patrol and Harold "Beck" Bechtelheimer's grandson, CSS I (Sergeant) John Bechtelheimer in the white Colorado Dept. of Corrections uniform.

It all started with a phone call to Master Trooper Marshall D. Talbert of the Indiana State Police. The Colorado State Patrol Protective Association requested he place a blue vase and a single red rose on the grave of Harold "Beck" Bechtelheimer in Wabash County, Indiana. This was a common request by the Colorado State Patrol Protective Association to honor their officers who had fallen in the line of duty.

Trooper Talbert fulfilled the request, but he was puzzled that there was no information on Mr. Bechtelheimer's headstone explaining his connection to the Colorado State Patrol. Trooper Talbert's curiosity led him to discover that Mr. Bechtelheimer, an Indiana native, had moved to Colorado in 1941 and became a Colorado State Trooper in 1944. He was gunned down during a traffic stop outside of Colorado Springs on September 14, 1949. In fact, Mr. Bechtelheimer had the distinction of being the first Colorado State Trooper to be killed in the line of duty. Trooper Talbert requested permission from the Colorado State Patrol Protective Association and Mr. Bechtelheimer's family to add this information and rededicate the headstone. The Colorado State Patrol Protective Association agreed to finance this project.

On Monday, May 28, 2001, the rededication of the headstone of Harold

"Beck" Bechtelheimer took place at the gravesite in Wabash County, Indiana. Added to his headstone was a replica of the Colorado State Patrol badge and the inscription, "Colorado's First Trooper Slain in the Line of Duty". Present at the rededication were members of the Indiana State Police, the Colorado State Patrol and members of Trooper Bechtelheimer's family including his grandson, Colorado Department of Corrections (Sergeant) John Bechtelheimer of the Fremont Correctional Facility Food Service Department.



## Pay for Performance.

The Pay for Performance System is going to affect all state employees. The administration and DOP/GSS Human Resources Office are making every effort to make the transition to this new system as smooth as possible. However, you may have questions you would like answered and have been unable to attend any of the public hearings. Now is your opportunity to get those questions answered, email your question to Stateline at [gss.publications@state.co.us](mailto:gss.publications@state.co.us). Your question will be forwarded to a human resource staff member and an answer will be provided. Each month we will identify a question that we feel would be of interest to a large number of state employees and publish both the question and answer in **Stateline**.



**From the Director:**

**The Digital-Trunked Radio Project:  
Delivering Enhanced Communications for  
Colorado's Public Safety Community**

Larry E. Trujillo, Sr.



Many public safety radio systems today operate in different frequency bands that are not compatible, preventing public safety agencies from communicating with each other - as was sadly the case in the Columbine shootings. This lack of "interoperability" has become a significant problem and places stumbling blocks before agencies tasked with protecting life and property. That is why the Governor and I have made completion of the Digital Trunked Radio System a high priority for the State.

The Digital Trunked Radio System is designed to resolve this problem by replacing the separate two way radio analog systems used by state agencies with a single integrated digital system capable of wireless voice and data communications. The system uses new digital technology that allows for sharing and connection to other systems used by local government agencies. The system is currently shared with Douglas and Jefferson counties and operates as a single integrated system that allows more effective and efficient government services especially for law enforcement, street and highway maintenance, emergency medical and fire services. Other non-emergency type services also benefit with the ability for voice communications directly with their office staff and access to computer files and databases.

The Digital Trunked Radio System is currently being implemented as a single integrated digital network. All State agencies and any local government agency wishing to participate will share this network. The overall cost of the systems is estimated at approximately \$79 million. Initial cost estimates provided by Motorola, Inc.,

for project completion were \$135 million. The reduction in the cost of this project is made possible by leveraging market conditions and making good use of the talents of our dedicated state employees for engineering and installation.

The benefits of this project are numerous and include:

- Improving public safety response times
- Solving interoperability problems for all participating government entities
- Eliminating duplication among state-owned radio systems, data, and voice transmissions
- Increasing system reliability
- Saving man hours for service calls to remote areas by using remote diagnostics
- Allowing agencies to send and receive multi-media information to and from their vehicles.

To achieve the best value for the State of Colorado's investment, the project is sharing infrastructure that has been recently purchased by local governments whenever possible. It also supports current programs being implemented by several departments including the Colorado State Patrol's computer aided dispatch system.

A detailed project plan "Digital Trunked Radio, System Requirement and Operational Plan" was published in June of 1995. A statewide users group made up of both state and local government agencies wrote the components of the plan. The users group was reassembled in the fourth quarter of 1998 to review and update the plan as necessary. The rule-making process was completed and posted

on January 10<sup>th</sup> of 1999. The requirements for competitive procurement have been completed with Motorola, Inc., receiving the award to provide all infrastructures for all phases of the project. Phase I (pilot phase), Phase II and Phase III have been completed, Phase IV is underway. Implementation is being done by geographic boundaries based upon Colorado State Patrol and Department of Transportation boundaries (see map).

The process to install the equipment is in a serial manner, on a site-by-site basis, and has limited impact on staffing resources. Once all the sites in a phase are completed, the user equipment is installed and placed in service on an agency-by-agency basis. A team of GSS employees has been assembled from different locations to minimize any impact to services in one area. This approach will guarantee implementation of the same standards throughout the State and provide training for all staff.

I am very proud of the work done by the employees in the Colorado Government Technology Services Division, Communication Services Unit who are implementing this project. With their dedicated work on this project, Colorado is fast becoming a national leader in providing a timely, reliable and interoperable public safety communications system.

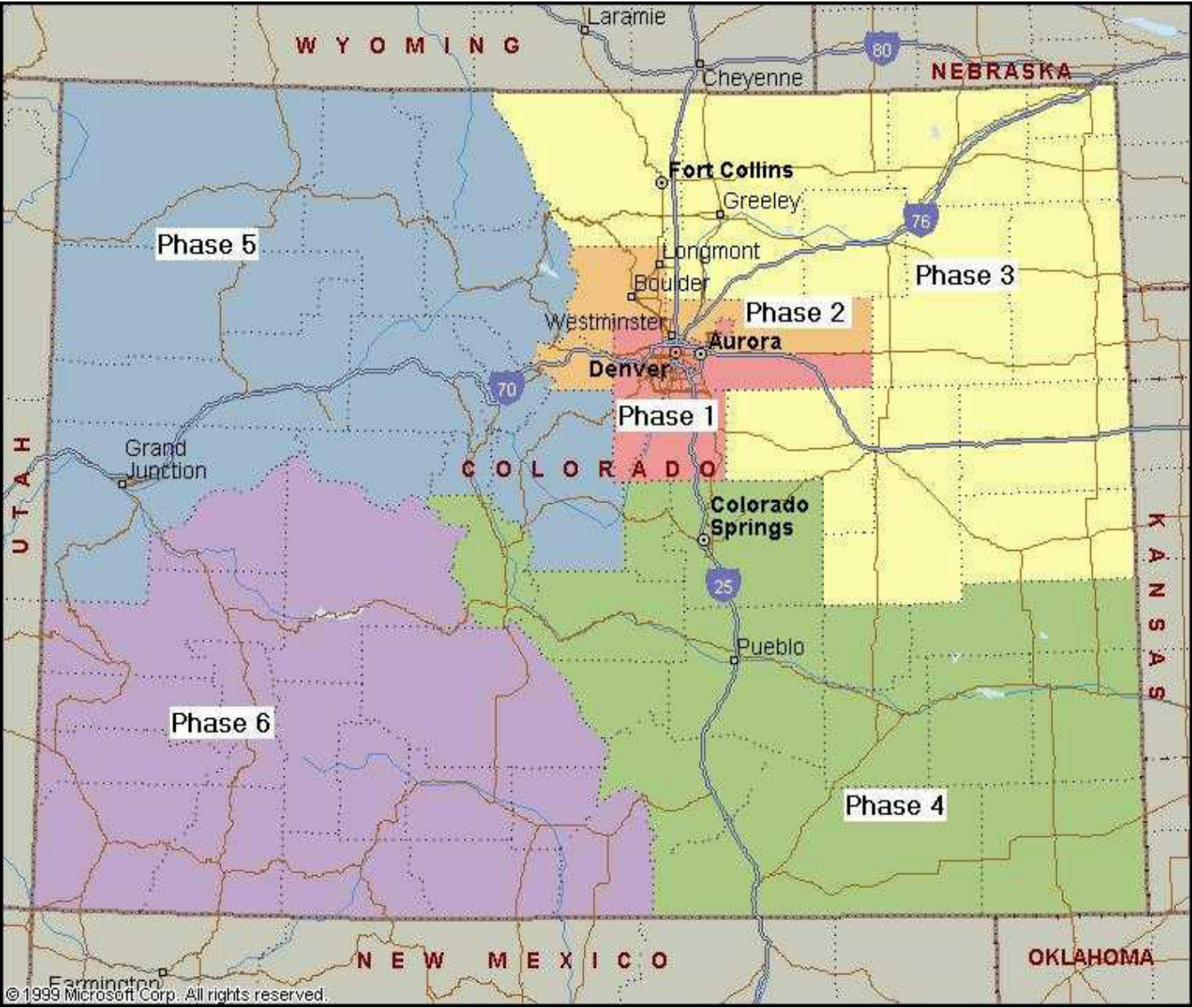
**Electronic Employment  
Verification Service  
Available This Fall**

On July 10, 2001, the Department of Personnel signed a contract with TALX Corporation to provide employment verification information for employees on the CPPS (central) payroll. Mortgage lenders and banks will soon be able to verify a state employee's work history on the Internet and through a telephone voice response system. Employee loan application verifications that normally take several days to process will soon take only 1-2 minutes. Under this new system, which will be available in the fall, employees will provide lenders with a secret salary key that will allow the lender to access their employment data. The secret salary key may be used only once. Salary keys are available to employees through the Internet or by phone 24 hours a day. This service is provided free of charge to both the State and the employee. A provision in the contract allows colleges and universities to use this service at their option.

In the past, employees would sign employment disclosure releases with lenders and landlords. These paper documents were then sent to payroll/personnel offices at the employee's department/institution. Verification of employment and salary by the personnel/payroll office could be delayed due to large workload, vacations, and of course, return mail. This new service will, with the employee's permission, allow the verifiers to access necessary data immediately and reduce loan processing hassles.

Currently, TALX Corporation, known broadly by the name of its service "The Work Number for Everyone ®", has over 45 million employee records on file from over 600 organizations nationwide. Over 30,000 mortgage bankers, lenders and other verifiers regularly use The Work Number® to obtain highly accurate and complete information on applications. The Work Number® ensures the highest level of data integrity - the database will be updated directly from the State of Colorado's payroll records every pay period. The Work Number® is available via the Web or phone 24 hours a day, 7 days a week. The Work Number® is currently serving the employees of the states of California, Missouri, Pennsylvania and several large cities across the nation.

TALX Corporation was selected as the State's contractor for this service after a series of competitions held under the Colorado Procurement Code. A demo of the system is available online by going to <http://www.the-worknumber.com> and clicking on "First Time Visitors". Look for more information regarding The Work Number® in next month's Stateline.



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**The State of Colorado  
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225 E. 16th Ave., Suite 800  
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FAX: 303-894-2375

**Bill Owens, Governor**

**Larry E. Trujillo, Sr., Executive Director**

Editor: **Julie D. Postlethwait**, 303-866-6095,  
[gss.publications@state.co.us](mailto:gss.publications@state.co.us)





## Governor’s STAR Awards Scheduled for May 2002

The Governor’s Office has decided to schedule the next State Top Achievement Recognition (STAR) Awards to coincide with National Public Service Week sponsored by the National Association of State Personnel Executives (NASPE), the National Governors Association and Public Employees Roundtable. The Public Employees Roundtable sponsors a week in May to focus attention on the tremendous contribution public employees make across our nation. Last year the National Association of State Personnel Executives teamed with the National Governors Association in sponsoring State Employees Recognition Day on May 9, 2001. Many states were able to participate in the first time event making it a great success. With this in mind, Colorado does not want to miss the opportunity to combine its efforts with other states to show appreciation for our state employees. By presenting the STAR Awards during the national celebration of public employees, the administration will be able to obtain greater media attention for the contributions state employees make while serving the citizens of Colorado. “I truly believe Colorado has some of the best state employees

around, and I welcome the opportunity to get them some much deserved national recognition”, said Larry E. Trujillo, Sr., Executive Director of the Department of Personnel/General Support Services. “We are continually striving to improve our service, and it is only fitting that the individuals putting in long hours to make improvements receive some public recognition”.

The Governor’s STAR Award Ceremony is the administration’s opportunity to give recognition and thanks to hard working state employees. Awards are presented in a number of categories that reward state employees for their management and leadership skills as well as community service.

The next Employees Recognition Week is May 6-12, 2002. Nomination forms for the STAR Awards will be published in *Stateline* early next year, so please take the time to nominate one of your fellow employees and help us celebrate our workforce during this national celebration.

## That’s classified! What is Happening with Pay for Performance



**Jeff Schutt** is director of the **Division of Human Resource Services, Department of Personnel/General Support Services (GSS)**.

Last summer when stakeholders told us what they wanted in a new performance pay system, we heard some conflicting themes. “Give us consistency within and across agencies” was countermanded by “let agencies design programs that will meet their needs.” Designing a system to balance these competing desires has been a challenge.

Agencies do have the flexibility to design programs that meet their unique needs, but the agency programs must be consistent with the system parameters as defined by the rules and procedures. To assure this consistency, the State Personnel Director must approve the performance pay programs submitted by the various departments and institutions of higher education. This approval process required an exhaustive review. My staff spent countless hours reading the programs submitted by every department and institution of higher education. At least two persons reviewed each program; most were read by three staff members. As a result, all programs have received at least conditional approval contingent on making recommended changes. Programs that have been approved will be posted on the web at [http://www.state.co.us/gov\\_dir/gss/hr/perfmgmt/plans\\_homepage.htm](http://www.state.co.us/gov_dir/gss/hr/perfmgmt/plans_homepage.htm).

We continue to be open to suggestions that will provide better balance of flexibility and consistency. For example, last April following the adoption of the Director’s procedures that form the foundation for the new system, we heard concerns about the lack of guidelines for determining when performance awards could be non-base building. While procedures

required that awards for outstanding performers with base salaries at or above range maximum could only be non-base building, there was no guidance on which awards below range maximum could or should be non-base building. In response to these concerns and others, State Personnel Director Larry Trujillo initiated a second rule-making process.

The public hearing was held on June 1. The procedures, which will be effective on September 1, 2001, include a requirement that agency performance pay programs specify the minimum criteria that will be applied in determining when awards will be base, non-base building or a combination of both. The procedure—P-6-2 (J)—lists three criteria that agencies may not use in making that determination: source of funds (e.g., cash or general), method of funding (e.g., appropriated or memorandum of understanding) and length of state service. A transition team with membership from various departments, higher education institutions and employee associations is developing a list of suggestions that agencies might use in developing their minimum criteria. It is expected that agencies will be required to resubmit their amended programs by November 1, 2001.

The transition from a pay system based on longevity to one driven by performance has been long and challenging, and we’re not done yet. The next few months will be crucial as the performance management component moves forward. With employee performance plans in place, it is important that coaching, feedback and progress reviews are active parts of each program’s success. As new steps are taken, we, along with agencies, will evaluate the processes and outcomes and make any necessary adjustment or refinements to ensure the state’s performance pay system remains relevant and effective.

### State Training Update

GSS Workforce Development Unit  
[www.state.co.us/gov\\_dir/gss/hr/products/training/hrtrain.html](http://www.state.co.us/gov_dir/gss/hr/products/training/hrtrain.html)

#### New Course! The Rules for Supervisors and Managers

Dates offered:  
September 25 in Denver  
November 13 in Denver  
January 8 in Denver

#### CSLC – Colorado Supervisory Leadership Certificate

Dates offered:  
August 7, 14, 21, 28 and 30 in Denver  
September 24-28 at The Colorado School of Mines (**free parking available!**)  
October 2, 9, 16, 23 and 30 in Denver  
November 5-9 in Durango

#### Be An Outstanding Assistant

Dates offered:  
August 15 & 16 in Pueblo at Pueblo Community College  
August 22 & 23 in Denver  
September 20 & 21 in Denver  
October 12 & 19 in Denver  
November 7 & 8 in Durango

#### Mediation

Dates offered:  
August 13 - 16, Fitzsimmons UCHSC Campus Training Center, located in Aurora near Colfax and Peoria

#### Contracts Management

Dates offered:  
August 9 in Denver  
October 18 in Denver

#### Contracts Writing, Planning and Processing

Dates offered:  
September 14 in Denver  
November 29 in Denver

Unless otherwise noted, Denver classes will be held at the Centennial Building, 1313 Sherman St., Room 220. Class times are 8:30 a.m. to 4:30 p.m. To register for a class, or to get more information, call Carolyn Gable at **303-866-2439**.

### Summer Specials

During **August**, sign up *two* participants for the same class at the regular rate and the *third* can attend for half price! What a deal!

#### Rate Increase

Beginning **September 1, 2001**, our rates will increase for the following classes:

**CSLC and Advanced CSLC** – from \$695 to \$725

**Mediation** – from \$500 to \$550

**Contracts Management and Contracts II** – from \$125 to \$150

**Be An Outstanding Assistant** will remain at \$250  
**The Rules for Supv. and Managers** will remain at \$150

## Annual Risk Management Conference Scheduled

It’s time to circle October 26 on your calendar, as plans for the annual Risk Management Conference are complete. Brochures containing registration information will be in the mail the week of August 15 and information is also available by calling Risk Management at 303-866-3848. The event will be held at the Arvada Center, 6901 Wadsworth Boulevard.

Suzanne Mencer, executive director of the Department of Public Safety, will kick off the day’s events with a keynote address focusing on Columbine and loss control activities that also relate to state workplaces. Workshops address various topics such as chemical storage and disposal, safety and loss control in lab schools and childcare centers, racial and sexual harassment case studies, challenges of the aging state workforce and workers’ compensation will be held throughout the day.

Carole Matthews, Washington State Risk Management Office, will wrap up the day’s events with a recap of prob-

lems encountered by Washington state employees, when the capitol building and other government facilities were severely damaged by the recent earthquake. Colorado facilities could face the same problems if a large earthquake or other major disaster were to occur, so it is expected that managers will gain some valuable ideas from this presentation.

Twenty vendors of safety devices or risk management-related services will be on site with displays and flu immunizations are expected to be available.

#### Advance registration is required!

The \$30 fee for state employees may be paid by interagency transfer or warrant or by personal check, and must be included with the registration form.



# Employee Training

The Workforce Development Unit of the Department of Personnel/HRS Division, offers the following courses for state employees:

- Colorado Supervisory Leadership Certificate Program
- Advanced Colorado Supervisory Leadership Certificate Program
- Be An Outstanding Assistant
- Contract Management
- Contracts II – Planning, Writing, Processing
- Colorado State Mediation Program
- Customized workshops

For details on these courses, see our website at [www.state.co.us/gov\\_dir/gss/hr/products/training/hrtrain.html](http://www.state.co.us/gov_dir/gss/hr/products/training/hrtrain.html) or contact Carolyn Gable at 303-866-2439, [Carolyn.gable@state.co.us](mailto:Carolyn.gable@state.co.us)

### Additional Training Programs

**State Procurement Training**  
Bonnie Mulroy of State Purchasing 303-866-6100, [Bonnie.mulroy@state.co.us](mailto:Bonnie.mulroy@state.co.us)

**Computer Software Training (Microsoft Office)**  
**Other courses offered, call for information.**  
Community College of Denver, Lynne Stefanowski, 303-226-5311, [lynne.stefanowski@ccd.cccoes.edu](mailto:lynne.stefanowski@ccd.cccoes.edu)

**Workplace Violence Prevention**  
Ann Kelly of C-SEAP, 303-866-4316, [ann.kelly@state.co.us](mailto:ann.kelly@state.co.us)

**Taming the Beast: Substance Abuse Awareness and Management**  
Fulfills federal DOT requirements  
Ann Kelly of C-SEAP, 303-866-4316, [ann.kelly@state.co.us](mailto:ann.kelly@state.co.us)

**Retirement and Financial Planning**  
Pre-Retirement Planning Institute, 303-238-1435

# Useful Information

## Attend Wildlife Watch Free

Wildlife Watch is a wildlife viewing skills workshop designed by the Watchable Wildlife program of the Colorado Division of Wildlife, Department of Natural Resources. They invite **state employees and family members** (adults and children over 12) to attend any workshop **free of charge!** If someone wants to keep the handouts, the cost is \$10. Participants need to register for Wildlife Watch hotline online at [www.wildlifewatch.net](http://www.wildlifewatch.net). You can also register by phone at the number listed below. The workshop dates, times and places are detailed on both the web site and phone line. When you sign-up, be sure to let us know that you are a state employee and tell us how many are coming. Your friends and neighbors are also welcome to attend at the regular public price of \$15 per individual or household. Either four or eight hours in length, each Wildlife Watch workshop culminates with a group field trip where participants can try out their newfound skills at a local park or open space. Public workshops are held regularly at various sites statewide. The next sessions are listed below:

## August 2001 Workshops

- Aug. 12**      **COLORADO SPRINGS**, Starsmore Discovery Center, 2120 S. Cheyenne Canon Rd., 12:30pm - 4:30pm  
RSVP 719-578-6146
- Aug. 26**      **AURORA**, Plains Conservation Center, 21901 E.Hampden, 9am - 1pm  
RSVP 303-690-8536

We hope to have a group of instructors trained for the Western Slope, sometime in the future, so we can begin to schedule public workshops. Anyone interested in volunteering please contact Renee Herring at **303-291-7250** [renee.herring@state.co.us](mailto:renee.herring@state.co.us).

An instructor from Durango began training in May. Once her training is complete, she will host Wildlife Watch programs in that area. Again, anyone interested in volunteering, please contact Renee Herring at the above number or e-mail address.

Meanwhile, we would be glad to present a workshop to any group of ten or more people. If you have a group interested in having a Wildlife Watch presentation, please contact Renee. Those in the southern portion of the state may also contact John Koshak at 719-227-5221, if that is more convenient.

# SWAY

In their ongoing efforts to promote state involvement with youth programs, State Workers Advocating for Youth (SWAY) committee members took a day to tour a few Department of Natural Resources "Youth in Natural Resources" sites. The YNR program provides summer employment to Colorado's youth while encouraging an interest in our natural resources (watch for YNR article in the next issue of *Stateline*).



**Above:** SWAY Committee members tour Roxborough State Park. Pictured from left to right: Paul Myskiwr, Irene Pittman, Pat Martinez, Laura Blake, Anita Wenglasz, and Dominic Medina.



**Left:** Castler Fishing Clinic tour.

## Parenting Group for Parents with Children Birth-5 Years

Forming and maintaining relationships with your children can be very challenging. Other relationships change as well. What seemed effective at one point may not work now. Do you wonder if you are the only parent struggling? Come share, learn, laugh and plan with other parents. A licensed marriage and family therapist (and parent) will facilitate the group.

Group will begin **September 5th, 2001 and continue each Wednesday** through September., **11am - 12:30pm**  
Colorado State Employee Assistance Program (C-SEAP)  
225 E. 16th Ave., Suite 600. To register: **Call 303 - 866 - 4314**, class is size limited so call soon.

## New FDOT Drug Testing Requirements

The Federal Department Transportation has issued new alcohol and other drug testing requirements which went into effect on August 1st. A series of trainings will be held for all the state's Drug-Free Workplace Coordinators at the following locations:

- Pueblo**, 9am to noon at USC, **8/7/01**  
**Denver**, 9am to noon at Camp George West, **8/10/01**  
**Greeley**, 9am to noon at CDOT office, **8/11/01**

Supervisors, managers and human resources staff are also urged to attend to become aware of required procedures.

For further information or registration please contact Ann Kelly, CO DFW Coordinator **303-866-4316** or [ann.kelly@state.co.us](mailto:ann.kelly@state.co.us).



The **Colorado State Employee Assistance Program** is your confidential resource for personal and workplace issues.

- Our Services Include:
- ✓ Confidential Counseling
  - ✓ Supervisor Consultations
  - ✓ Crisis Intervention
  - ✓ Drug-Free Workplace
  - ✓ Conflict Resolution
  - ✓ Custom Training

Offices in: Denver, Grand Junction, Greeley, Pueblo, Sterling and Colorado Springs.

**303-866-4314**  
or  
**1-800-821-8154**